INSTRUCTIONS FOR
POSTER SESSION PRESENTATIONS

Posters will be held in Hall C at the Christchurch Convention Centre. A floorplan will be sent to you in September indicating your assigned location.

ALL posters, including Late News and Open Posters, are to be set-up by 08:00 on Monday, 26 October, and remain up until 17:30 Tuesday, 27 October. This will give attendees additional time to view posters during breaks and before the Conference sessions.

On your assigned day, you are required to spend the entire session at your poster for questions and discussion. Please refer to the attached Excel file for your assigned day and poster number.

SET-UP TIMES:

Sunday, 25 October	17:00 - 19:00
Monday, 26 October	07:00 - 08:00

All posters must be set by 08:00 on Monday.

DATE AND TIME OF POSTER SESSIONS:

Monday, 26 October	14:00 – 16:00
Tuesday, 27 October	14:00 – 16:00

TAKE DOWN TIMES:

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Tuesday, 27 October	17:30 - 18:00
Wednesday, 28 October	07:30 - 11:00

All posters must be removed by 11:00, Wednesday, October 28th.

You are responsible for your poster. All posters left after 11:00 will be disposed. Please remove your poster promptly.

Poster Preparation

- The poster board is self-standing. There will be one poster per board.

- The **actual space** where you may place your poster is:

  2.3 m (7.54 feet) high X 1.2 m (3.93 feet) wide.

- Velcro will be provided for your use. Pins **are not** allowed.

- Poster Diagram - *Please note diagram below (not to scale)*.

2.3 m (7.54 feet) high
x
1.2 m (3.93 feet) wide
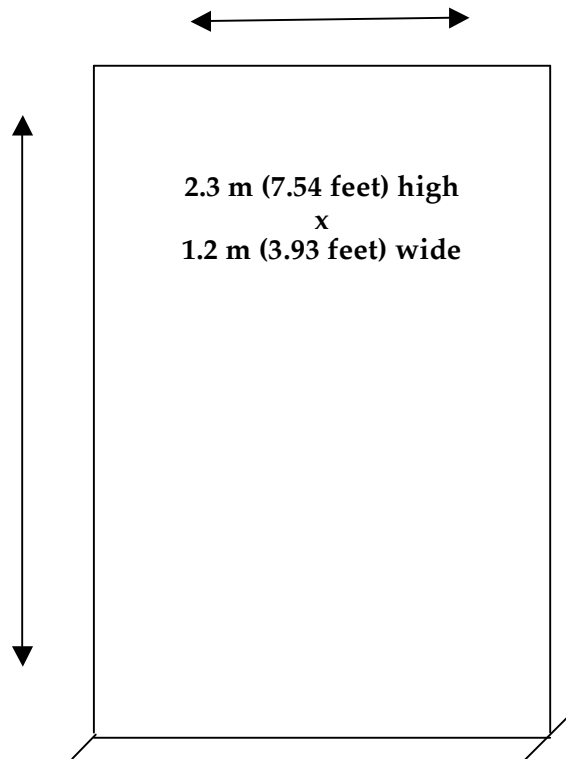
EFFECTIVE POSTER PRESENTATIONS

When planning a poster presentation, it is useful to keep in mind the advantages of a poster over a podium presentation. Posters are available for viewing throughout the meeting and interested viewers have scheduled time for discussion, not just a few minutes.

- Carefully and completely prepare your poster well in advance of the Conference. There will not be time nor materials available for last minute preparation at the Conference. Practice setting up the poster before you leave for the Conference to determine what it will look like and to make sure that you have all of the necessary pieces.

- The title of your paper should appear at the top of your poster in CAPITAL letters. This lettering should be at least 2.54 cm (1 inch) high. Below the title, place the authors' names and affiliations.

- It is important that you remember that the audience viewing your poster and listening to your presentation will be 2 meters (6 feet) from your poster. Please double check your poster from 2 meters (6 feet) to ensure its visibility.

- Use text sparingly. Use pictures, cartoons, and figures rather than text wherever possible. Bright colors will greatly enhance the attention of the viewer.

- The flow of your poster should be from the top left to the bottom right. Use arrows to lead the viewer through the poster.

- Make your poster as self-explanatory as possible, so that you will have time for in-depth technical discussions.

- The poster board will have your assigned number on it, so there is no need for you to include your number on your poster.